



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/22/85	1. Agency Address Georgia Ports Authority Administration Division Personnel Office Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-251-A	
Application Number 121		Date Received JAN 30 1985	Date Completed APR 16 1985
2. Person to Contact Ray Smiley		Working Title Personnel Manager	Telephone Number (912) 964-3966
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>78-251-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1981		5. Records Series Title (followed by title used in office, if different) Rejected Applications for Employment	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Department is responsible for the recruitment, training, analyzing jobs and establishing classifications as well as the formulation and implementation of personnel programs and procedures.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Rejected applications for employment with Georgia Ports Authority. Included are: Applications and/or resumes. File is arranged: Alphabetically by applicant's name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) _____			

<input checked="" type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
<input checked="" type="checkbox"/>	c. Is this a vital record?
<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other six months then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	11/20/85		1/22/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-15/85
		Secretary of State/Designee	4/9/85
		Attorney General/Designee	4/15/85

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10/30/80	1. Agency Address Georgia Ports Authority Administration Division Personnel Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-251-A	
Application Number 90		Date Received NOV - 5 1980	Date Completed NOV 17 1980
2. Person to Contact Chuck Phillips		Working Title Personnel Manager	Telephone Number 964-1721, # 283
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-251 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978 Latest To Date		5. Records Series Title (followed by title used in office; if different) Rejected Applications for Employment	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Department is responsible for the recruitment, training, analyzing jobs and establishing classifications as well as the formulation and implementation of personnel programs and procedures.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Rejecting employment applications with Georgia Ports Authority. Included are: Applications File is arranged: Alphabetically by applicant's name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ? Anytime upon request.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	<u>3</u> years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Attorney General Opinion dated January 5, 1980.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Six Months then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 3 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: In the event of a charge of discrimination, or an action brought by the U. S. Attorney General, these records must be held until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	11/10/80		10/30/80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			11-13-80
			11-10-1980
			11-13-80



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10-24-78	1. Agency Address Georgia Ports Authority, Administration Division Personnel Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-251	Date Received OCT 27 1978
Application Number 32		Date Completed JAN 23 1979	
2. Person to Contact John J. Powers		Working Title Personnel Manager	Telephone Number 912-964-1721, 283
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>120</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 6 mos. previous		5. Records Series Title (followed by title used in office; if different) Rejected Applications for Employment	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Responsible for recruitment, training, job analysis and classification, and formulation and implementation of personnel programs and procedures.			
7. Record Series Description <u>Rejecting</u> This file contains the following documents (include form numbers and titles, if any): Documents relating to: applicants for employment with Georgia Ports Authority. Included are: Applications with remarks included as to why applicant was rejected. File is arranged: Alphabetically by job classification; thereafter, alphabetically by name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept: Six months for administrative need.

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	3 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Cut off file at end of each calendar year; then transfer to local holding area; hold 3 years; then destroy. NOTE: In the event a charge of discrimination is filed, or an action is brought by the U.S. Attorney General, these records must be held until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. A. Sted</i>	10/24/78	<i>Carol Thompson</i>	10-25-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Kent</i>	12-28-78
		<i>A. H. H. H.</i>	1-22-79